SEPARATIONS
RETIREMENTS

REFERENCES

MCTFSPRIUM
MCO P1900.16F
MCO P1001R.1K
MCO 1741.11C
MCO P1000.6G
MARADMIN 364-12
MARADMIN 343-10
PAA 6-11
PAAN 42-11
MMSR

SEPARATIONS

Required Programs:

Unit Diary Management Integrated Personnel System (UDMIPS)
Issued by the I-I/CO/ECO

Marine Corps Total Force System (MCTFS)
Issued by Command TASO

Document Tracking Management System (DTMS)
Issued via I-I/CO

Marine Corps Enlisted Administrative Separation (MCEAS)
(Discussed in another brief, but a required program for administration separations)
Issued by MFR SJA

Electronic Document Access (EDA)
Issued by MISSO 16/17

SEPARATIONS

End of Active Service (EAS)/ End of Current Contract (ECC) Separation – Occurs when a Marine has reached his EAS/ECC and is released from active duty to the Marine Corps Reserve.

Retirement – A Marine has reached 20 years of active service (active duty and active reserve) or 20 satisfactory years (reserve).

EAS/ECC

EAS/ECC

1. Admin must notify member approx 90 days from EAS to determine Marines intent to be released from active duty. The following must be provided to the admin office in order to process the Marine for separation.

a. Separations Data Sheet – This information contains the Marines separation contact information, terminal leave dates, Lump Sum Leave, and dependents information for entitlement purposes.

b. Medical Documentation – Must complete a separation physical to determine if the Marine is medically fit for separation. Due to the Health Insurance Portability and Accountability Act of 1996, the admin office should only obtain official documentation stating Marine is medically fit for separation.

EAS/ECC

c. Transition Assistance Program (TAP) – Provides career/employment assistance, vocational guidance, and transition information to separating Marines and their family members. The tools and information provided enable all separating Marines and their family members to make a successful transition from military to civilian life. TAP class must be completed **within 12 months** of the Marines separation date. The DD Form 2648 is required to return to your units Admin office. Admin must report via unit diary upon completion (TTC 483 000 Event Code TA).

d. Permissive Temporary Additional Duty (PTAD) – Transition PTAD is authorized for Marines being involuntarily separating from active duty if discharged under honorable or general (under honorable conditions).

EAS/ECC

1. Approving authority may authorize up to 20 days for CONUS Marines and 30 days for OCONUS Marines.

2. Permissive TAD may be taken in conjunction with terminal leave and run concurrently. Permissive TAD may also be taken in increments as long as the Marine returns to the immediate vicinity of the duty station for at least 24 hours.

3. Permissive TAD orders will include the following statement:

"These orders are issued with the understanding that no expense to the
Government for travel and/or per diem is authorized in their execution. If
you do not desire to execute these orders without expense to the Government
for travel and/or per diem, this authorization is revoked."

EAS/ECC

4. Transition PTAD is only authorized in the following circumstances for the purpose of house hunting, job hunting, or other activities to facilitate relocation:

a. Officers or enlisted Marines selected for involuntary separation by Selective Early Release or Retirement Boards (SERBs)

b. Officers non-selected for promotion and released from active duty

c. Enlisted Marines denied further continued service as a result of Enlisted Career Force Controls (ECFC)

d. Officers and enlisted Marines with an approved separation under the Voluntary Separations Incentive (VSI) or Special Select Bonus (SSB)
programs.

EAS/ECC

e. Leave While Awaiting Separation – Commanders may grant leave up to the extent of accrued leave. Authorized terminal leave shall run continuously, to include normally authorized liberty periods, such as weekends and holidays. When a Marine is approved for LWAS the Command must ensure all pre-separation requirements are completed prior to separation. Post Deployment Mobilization Respite Absence (PDMRA) is authorized in conjunction with LWAS.

-CONUS up to 90 Days (More requires HQMC approval)
-OCONUS up to 60 Days (More requires HQMC approval)
-LWAS is authorized to be taken in conjunction with PTAD/PDMRA

f. Release from Active Duty – Termination of active duty status and transferring the Marine to the Individual Ready Reserve (IRR) or the Selective Marine Corps Reserve (SMCR) for any remaining required reserve obligation service. If the member

EAS/ECC

g. Administrative Audit – An administrative audit of the Marine's Service Record Book/Officer Qualification Record and Marine Corps Total Force System (MCTFS) is required in order to ensure accuracy of all military data and contact information for the Marine and any required dependents.

h. DD Form 214/215 – A form designed to provide the Marine Corps, other organizations within the DoD and the member with a record of service while on active duty with the Marine Corps at the time of discharge.

i. Travel Claim – Must be completed by the Marine within five working days upon arrival at their retirement location for settlement by the MARFORRES finance office.

j. NAVMC 11060 – Must be submitted to the finance office no later than one working day after the members drop entry or End of Current Contract, which ever occurs later.

EAS/ECC

Files: 3 Year Retention

(EAS/ECC “package” recommendation):

1. Check out sheet
2. Travel Claim w/ Voucher
3. Validation of Fitrep or Pro/Cons completion
4. Release from AcDu Retrieval Diary Entry
5. 11060 w/ History
6. Copy of DD Form 214
7. Screening Date Retrieval Diary Entry
8. PTAD Orders
9. LWAS Orders
10. Release AcDu Orders
11. TAP (DD Form 2648) Completion w/ Retrieval Diary Entry
12. Validation of Final Physical Completion
13. Separations Data Sheet

RETIREMENT

RETIREMENT

1. Member notifies the Command of their official intent to request retirement.

2. Marine must complete “Appendix J” of MCO 1900.16F

3. Report on unit diary for no earlier than 14 months and no later than 4 months from the requested date.

TTC 773 000 “Req Retirement”
TTC 773 003 “Req Transfer to the Fleet Marine Corps Reserve”
TTC 773 006 “Req Tr to Ret Res Awaiting Age 60” (Reservist <60 Yrs of Age)
TTC 773 007 “Req Tr to Ret Res with Pay” (Reservist 60+ Yrs of Age)
TTC 773 008 “Req Tr to Ret Res Without Pay (Honorary Retirement)

RETIREMENT

5. Separations Data Sheet – This information contains the Marines separation contact information, terminal leave dates, Lump Sum Leave, and dependents information for entitlement purposes.

6. Medical Documentation – Must complete a separation physical to determine if the Marine is medically fit for retirement. Due to the Health Insurance Portability and Accountability Act of 1996, the admin office should only obtain official documentation stating Marine is medically fit for separation.

7. Transition Assistance Program (TAP) – Provides career/employment assistance, vocational guidance, and transition information in order to make a successful transition from military to civilian life. The TAP class must be completed within 24 months of the Marines retirement date.[15] The DD Form 2648 is required to return to your units Admin office. Admin

RETIREMENT

8. Survivors Benefit Plan (SBP) – Member must have initial SBP counseling at 18 years of active service. The SBP provides a monthly income to survivors of retired military personnel upon the member's death when retired pay stops. The **DD Form 2656** must be notarized and submitted to DFAS in London, KY. A copy and the MarineNet certificate or NAVMC 118(11) must be on file in the admin office officially counseling the Marine on SBP.

9. Permissive Temporary Additional Duty (PTAD) – Orders approved by the Commander authorizing PTAD for Marines with an approved retirement date.

a. Approving authority may authorize up to 20 days for CONUS Marines and 30 days for OCONUS Marines.

b. Permissive TAD may be taken in conjunction with terminal leave and must run concurrently; however, permissive TAD may also be taken in increments as long as the Marine returns to the immediate vicinity of the duty station for at least

RETIREMENT

10. Leave While Awaiting Separation – Orders approved by the Commander authorizing the Marine leave up to the extent of accrued leave. Authorized terminal leave shall run continuously, to include normally authorized liberty periods, such as weekends and holidays. When a Marine is approved for LWAS, the Command must ensure all pre-separation requirements are completed prior to separation. Post Deployment Mobilization Respite Absence (PDMRA) is authorized in conjunction with LWAS.

-CONUS up to 90 Days (More requires HQMC approval)
-OCONUS up to 60 Days (More requires HQMC approval)
-LWAS is authorized to be taken in conjunction with PTAD/PDMRA

11. Retirement/Transfer to Fleet Marine Corps Reserve (FMCR) – Orders transferring the Marine to the Retired List or Transfer to the Fleet Marine Corps Reserve (MCO P1900.16F 1-

RETIREMENT

12. Administrative Audit – An administrative audit of the Marine's Service Record Book/Officer Qualification Record and Marine Corps Total Force System (MCTFS) is required in order to ensure accuracy of all military data and contact information for the Marine and any required dependents.

13. DD Form 214/215 – A form designed to provides the Marine Corps, other organizations within the DoD and the member with a record of the Marines active service with the Marine Corps at the time of retirement.

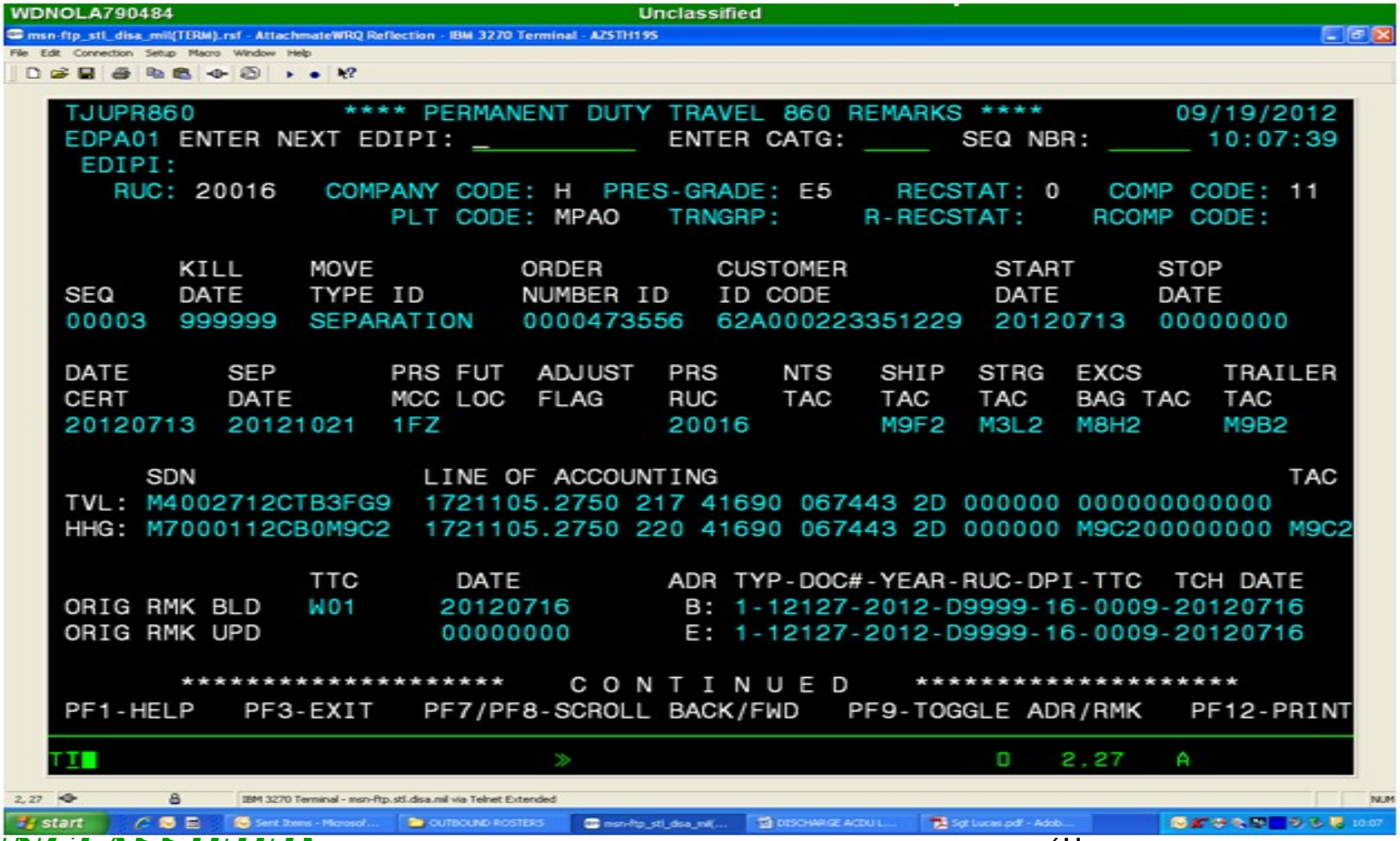
14. Travel Claim – Must be completed by the Marine within five working days upon arrival at their retirement location for settlement by the MARFORRES finance office.

RETIREMENT

15. NAVMC 11060 – Must be submitted to the finance office no later than one working day after the members retirement entry was reported.

16. D860 Screen in MCTFS 3270 – this screen can be utilized to retrieve the type of orders, PMCC/FMCC, PRUC, and Line of Accounting for TMO and retirement orders.

RETIREMENT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SEQ KILL DATE MOVE TYPE ID ORDER NUMBER ID CUSTOMER ID CODE START DATE STOP DATE
00003 999999 SEPARATION 0000473556 62A000223351229 20120713 00000000
DATE CERT SEP DATE PRS MCC FUT LOC ADJUST FLAG PRS RUC NTS TAC SHIP TAC STRG TAC EXCS BAG TAC TRAILER TAC
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HHG: M7000112CB0M9C2 1721105.2750 220 41690 067443 2D 000000 M9C200000000 M9C2
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IBM 3270 Terminal - msn-ftp.stl.disa.mil via Telnet Extended
start

RETIREMENT

Files: 3 Year Retention

(Retirement “package” recommendation):

1. Check out sheet
2. Travel Claim w/ Voucher
3. Validation of Fitrep or Pro/Cons completion
4. Release from AcDu Retrieval Diary Entry
5. 11060 w/ History
6. Copy of DD Form 214
7. Screening Date Retrieval Diary Entry
8. PTAD Orders
9. LWAS Orders
10. Retirement/Transfer to the FMCR Orders
11. TAP (DD Form 2648) Completion w/ Retrieval Diary Entry
12. Validation of Final Physical Completion
13. HQMC Approval Retrieval Diary Entry
14. Request for retirement Retrieval Diary Entry
15. Copy of DD Form 2656 (Notarized “if required”)
16. Copy of SBP MarineNet Course Certificate and/or required NAVMC 118 (11)
17. Separations Data Sheet
18. Appendix “J” (Official Retirement Request)

TRANSFERS

(PERMANENT CHANGE OF STATION (PCS))
(INTER-UNIT TRANSFERS (IUT))
(TRANSFER TO INACTIVE READY RESERVE (IRR))

REFERENCES

MCTFSPRIUM
MCO P1001R.1K
MCO 7220.21E
MCO P1300.8R
MCO 1326.5D
RPAAN 37-12

TRANSFERS

Required Programs:

Unit Diary Management Integrated Personnel System (UDMIPS)
Issued by I-I/CO

Marine Corps Total Force System (MCTFS)
Issued by SAAR Form to the Command TASO

Defense Travel Management System (DTMS)
Issued by the I-I/CO

Marine On Line (MOL)
Issued by the I-I/CO/MOL Program Manager

Electronic Document Access (EDA)
Issued by MISSO 16/17

TRANSFERS

Permanent Change of Station (PCS) – When an active Duty Marine receives Web Orders from MMOA/MMEA directing

Inter-Unit Transfer (IUT) – A Marine transfers from one SMCR unit to another

Transfer to the Inactive Ready Reserve – Occurs when a Marine is released from active duty or drops from an SMCR unit

Mandatory Participant – A Marine who has a Military Service Obligation (MSO) acquired under the provisions of Federal law.

Non-Mandatory Participant – A reservist who has completed the MSO required by Federal law or has been earlier discharged.

PCS

PCS ORDERS

1. Contact member to ensure member is aware of PCS orders. Web Orders from MMOA/MMEA are located in Marine OnLine.

2. Member must complete a PCS data sheet to identify proper entitlements and allowances for PCS destination and/or Dependents relocation.

3. Complete Original PCS order and ensure Dependents information, Travel, Proceed, Delay and PDMRA are annotated correctly.

4. Submit all requested\authorized allowances, entitlements or advances.

5. Conduct record audit and complete detaching endorsement

6. Coordinate with new Command for the following (as required):
   a. Government Travel Charge Card
   b. Defense Travel System

PCS ALLOWANCES AND ENTITLEMENTS

Mileage Allowance in Lieu of Transportation (MALT) – DD Form 1351-2

http://www.defensetravel.dod.mil/site/otherratesMile.cfm

- Based on the Ordered distance from the Defense Table of Official Distances (DTOD) from Old to New PDS (Zip code to Zip Code)

- $0.23 per mile per POV (One POV automatically authorized) (Two POVs if a Depn is of legal driving age) (Three POVS thru secretarial process)

- Flat per diem for member $123.00 ($77 Lodging $46 Meals)

- Depn O/12 rate 75% of Members Per Diem, Depns U/12 rate 50% of Member's Per Diem

- Block 13 of 1351-2 MUST be filled out correctly to rate dependent entitlements (Actual Depn Residence when Web Orders were Issued)

PCS ALLOWANCES AND ENTITLEMENTS

Dislocation Allowance (DLA) – DD Form 1351-2

- DLA With Dependents must relocate dependents ICW PCS Orders

- DLA Without Dependents must not be assigned to govt type qtrs and establish a residence at New PDS

Temporary Lodging Expense (TLE) – DD Form 1351-2

- Maximum of 10 days reimbursement

- Must be in the vicinity (Local commuting distance) of Old/New PDS

- Allowance is reimbursed on percentage of locality based on number of occupants (Mbr/Depn Only = 65%, Mbr+1 Depn/2 Depns = 100%, Over 12 = additional 35%, U/12 = additional 25%)

PCS ALLOWANCES AND ENTITLEMENTS

OCONUS/Transoceanic Travel – DD Form 1351-2

- If not utilizing govt travel must be authorized "Circuitous Travel" prior to using Commercial Transportation

- 2nd Leg of travel starts at Aerial Port of Embarkation (APOE) must be listed on the 1351-2 Itinerary

- Rates authorized VPC Location (Appendix F of JFTR), Choice to pick-up vehicle either ICW with PCS, or after reporting to new PDS

Temporary Lodging Allowance (TLA) – DD Form 1351-2

- Maximum of 3 days (Extension may be approved to 60 days) reimbursement and must be in the vicinity (Local commuting distance) of OCONUS PDS

- Allowance is reimbursed on percentage of locality based on number of occupants (Mbr/Depn Only = 65%, Mbr+1 Depn/2 Depns = 100%, Over 12 = additional 35%, U/12 = additional 25%)

PCS ALLOWANCES AND ENTITLEMENTS

Advance Pay – NAVMC 11116

- Assist with out-of-pocket expenses that exceed or precede reimbursements incurred during a PCS move which are not typical of day-to-day military living.

- Normal parameters: 1-month's basic pay, less deductions; a 12-month repayment; and receipt of advance pay 30 days before departure to 60 days after arrival and a minimum of one year at the duty station.

- Commanding officer's written authorization is required on all requests outside the normal parameters (i.e., requests for advance pay from Marines in the grades of lance corporal and below, requests for extended repayment, requests for more than 1-month's advance pay, and requests for payment outside the eligibility window).

- Marine requesting outside of normal parameters must provide a list of actual expenses to justify requested amount of advance pay.

PCS ALLOWANCES AND ENTITLEMENTS

Advance Basic Allowance for Housing (BAH) – NAVMC 11116

- Authorized to assist member PCS'ing to pay 1st month rent and security deposit

- Cannot exceed 3 months of PDS BAH rate

- Must have a signed lease agreement or renter's "Intent to Move" letter from the landlord

- Authorized maximum repayment period is 24 months

PCS ORDERS

Files: 3 Year Retention

(Retirement “package” recommendation):

1. Check out sheet
2. Validation of Fitrep or Pro/Cons completion
3. Transfer Retrieval Diary Entry
3. Web Orders
4. PCS Orders
5. Detaching Endorsement
6. Validation Gaining Command contacted (GTCC/DTS/LimDu)
6. Screening Date Retrieval Diary Entry
6. Screening Checklists (If required)
7. Advance/Entitlement Documents w/Vouchers/History Statements
8. PCS Data Sheet

INTER-UNIT TRANSFER

INTER-UNIT TRANSFER

Mandatory Participant

1. Member must be in a satisfactory drilling status with no unauthorized absences (UA) remaining. Equivalent Duty Period (EDPs) can be scheduled to be completed at their parent Command or gaining command, with the gaining Command's prior approval).

2. If a Marine moves outside of the reasonable commuting distance of their current unit, the Marine is required to join a new unit within reasonable commuting distance regardless of rank, MOS, or BIC requirements.

3. If a mandatory participant is not MOS qualified for a billet of the gaining unit, the unit CO/OIC will submit a request to COMMARFORRES (G-3T) or appropriate MSC to have the Marine trained in an MOS required for the unit.

INTER-UNIT TRANSFER

Mandatory Participant

5. A reservist whose transfer precludes attendance at the regularly scheduled AT period of either the transferring or gaining unit will schedule an alternate period of AT upon joining the new unit.

6. When more than one SMCR unit is within reasonable commuting distance, the Marine will join the unit for which the Marine is most closely MOS qualified.

7. A mandatory participant is not authorized to transfer to the IRR prior to the Mandatory Drill Participation Stop Date without COMMARFORRES approval. Mandatory participants still have an obligation under their Military Service Obligation (MSO) and are subject to involuntary separation. Should a Marine's new residence be determined to be outside a reasonable commuting distance to an SMCR unit, then the Marine may elect to submit

INTER-UNIT TRANSFER

Non-Mandatory Participant

1. Non-mandatory participants may transfer to another SMCR unit provided they meet basic prerequisites for reenlistment, unit MOS requirements and the gaining Command's approval for the transfer.

2. Marines who are in a Temporary Not Physically Qualified (TNPQ)/Not Physically Qualified (NPQ) status or in receipt of Notice of Eligibility (NOE) benefits who relocate to accept civilian employment or for educational reasons may execute an inter-unit transfer provided the gaining Command approves the transfer.

INTER-UNIT TRANSFER

Failure To Report

3. Upon the effective date of the Inter-Unit Transfer, if the Marine does not physically report as directed, the CO/OIC/I-I of the gaining unit will contact the transferring unit and attempt to locate the Marine. If the Marine cannot be located within 15 days of the transfer date and the orders are not modified or cancelled, the gaining Command will initiate the join via unit diary and then transfer the Marine back to the former Command at least one day after the date of the join. The former unit will take appropriate administrative action.

INTER-UNIT TRANSFER

Required Documentation/Actions

1. Check Out Sheet
2. Request from Marine initiating the Inter-Unit Transfer
3. Bonus Recoupment Counseling (If Required)
4. Current Command endorsement
5. Gaining Command Approval/disapproval endorsement
6. Verification completion of Fit/Rep or Pro/Cons
7. Upon Approval, (Obligors mandate approval, non-obligors at discretion of the gaining Command) Inter-Unit Transfer Orders
8. Report the transfer via unit diary (Retrieval Diary Entry)
9. Mail Medical/Dental records to gaining Command

TRANSFER TO INACTIVE READY RESERVE (IRR)

TRANSFER TO IRR

Mandatory Participants

1. Mandatory participants will be retained in an SMCR unit for the duration of the participation requirements contained in their contracts; however, Marines with remaining IDT obligation may be transferred to the IRR upon written request from the member via the chain of command to COMMARFORRES. Some of the more common reasons are:

a. Excessive commuting distance
b. Foreign travel/residency in excess of 60 days
c. Civilian employment training
d. Education conflict

TRANSFER TO IRR

Mandatory Participants

2. Obligor Marines will include a required paragraph per MCO P1001R.1K:

"As a mandatory participant you must reenlist/extend in the Marine Corps Reserve for a total period of (years/months) .....If allowed to transfer to the IRR
for the duration of your contract you will immediately notify the CG, MCIRSA of any changes in your status which will allow you to resume your drilling obligation."

3. Obligor Marines who move back into a reasonable commuting distance of a reserve unit and does not have enough time on their contract must submit a reenlistment/extension request to full fill their remaining obligation per their initial contract. Upon approval of the extension or reenlistment from CMC (RA), MARFORRES (G-1 Manpower) will adjust the Mandatory Drill Participation Stop Date (MDPSD) via unit

TRANSFER TO IRR

Non-Mandatory Participants

1. Voluntary Transfer - COs/OICs may transfer SMCR participants not having an IDT obligation from the SMCR to the IRR upon request of the individual.

2. Involuntary Transfer - SMCR Unit Members. In no case will an SMCR Marine be involuntarily transferred to the IRR without COMMARFORRES approval. COMMARFORRES may involuntarily transfer an enlisted Marine from the SMCR to the IRR upon:

a. Completing prescribed tour length or any authorized extensions.

b. Failing to become MOS qualified within 180 days of joining the unit, unless waived by COMMARFORRES.

TRANSFER TO IRR

Non-Mandatory Participants

c. Exceeding billet grade as the result of promotion.

d. Performing in an unacceptable manner. In cases where the Marine shows no potential for mobilization, the commander should consider processing the Marine for administrative separation vice involuntarily transferring to the IRR.

e. Unit deactivation, relocation, or loss of billet as a result of reorganization if no other vacancies exist.

TRANSFER TO IRR

Required Documentation/Actions

1. Check Out Sheet
2. Request from Marine initiating the Transfer to the IRR
3. Bonus Recoupment Counseling (If Required)
4. Current Command endorsement
5. Verification completion of Fit/Rep or Pro/Cons
6. Transfer to the IRR Orders
7. Report the transfer via unit diary (Retrieval Diary Entry)
8. Mail Medical/Dental records to MCIRSA

CONTACTS

Marine Forces Reserve
G-1/Operations
Admin Assist Unit
2000 Opelousas Ave
New Orleans, LA 70146-5400

(504) 697-7268/69/70/72/73
MFRAAU@USMC.MIL
http://www.marines.mil/unit/marforres/MFRHQ/G1/Operations/AAU/AAU.aspx

Request Access to the MFR G-1/Ops AAU Distribution List

Questions?